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ABSTRACT

An annotated guidance bibliography of career education materials for school counselors, the document offers 52 titles in three categories: literature on career guidance, counseling, and placement for the counselor's professional library; guidance material for a student library; and counseling and guidance professional journals. Each listing is annotated, contains the publisher's address and, wherever possible, the purchase price of the item. (Author/AJ)

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A CAREER EDUCATION BIBLIOGRAPHY

FOR

GUIDANCE AND COUNSELING

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CE 001 176

GUIDANCE AND COUNSELING

South Dakota Career Education has prepared an abbreviated bibliography for school counselors that will compliment materials recommended elsewhere in the Shoppers Guide.

It has not been the policy of South Dakota Career Education to suggest a separate guidance course,- we have instead recommended that guidance activities be integrated into established curriculum when appropriate. Material, such as audio-visual software, simulations and games, and assorted printed material, suitable to group guidance can be found elsewhere in the Shoppers Guide.

The guidance bibliography is divided into three sections: literature on career guidance, counseling and placement for the counselor's professional library, guidance material for a student library, and counseling and guidance professional journals. Each listing contains the publishers address and, wherever possible, the purchase price of the item.

I. LITERATURE ON CAREER GUIDANCE, COUNSELING AND PLACEMENT

SUGGESTED MATERIALS FOR A COUNSELOR'S PROFESSIONAL LIBRARY

CAREER EDUCATION: THE NEW FRONTIER: Ressler

176 pages copyright 1973, 8½ X 11, paperback, $10.60

An increasingly important step to the new frontier is the introduction of career education into existing curricula. In this book the emphasis is upon self-awareness and career-awareness for improving career development programs. Based on his firsthand experiences, the author tells how to implement career education concepts without disrupting ongoing programs.

Charles A. Jones Publishing Co.
4 Village Green, S.E.
Dept. M4000
Worthington, Ohio 43085

PLACEMENT AND FOLLOW-UP IN CAREER EDUCATION: Buckingham and Lee

The state of the art of placing students in institutions of higher learning is fairly well advanced, but experience in placing students in employment and following students after they leave an institution is still largely undeveloped. The individual results of education and training are not, as a rule, known by most school administrators and teachers. Critical reappraisals of instructional systems are seldom based on the results achieved. Only in recent years has the systematic follow-up of students in vocational education begun to be developed, and the literature here is meager and far from satisfactory. Career education must develop placement and follow-up procedures, consistent with its central purpose, which are largely without precedent.

Career Education Monograph #7
Center for Occupational Education
North Carolina State University
Raleigh, North Carolina 27602
$1.00

CAREER GUIDANCE: Helling and Ruff

Career education, career development, and career guidance are terms new to a number of people throughout the country. It is important, therefore, at the outset of a new venture to establish as clearly as possible guidelines for understanding these terms. This monograph has been prepared to show the relationship of these terms and to clarify, in particular, career guidance.

Career Education Monograph #6
$1.00
Center for Occupational Education
North Carolina State University
Raleigh, N.C. 27602

CAREER GUIDANCE: WHO NEEDS IT, WHO PROVIDES IT, WHO CAN IMPROVE IT:
Eli Ginzberg

Subtitled, "Who Needs It, Who Provides It, Who Can Improve It" is an in-depth study of career guidance. It was compiled under the direction of Eli Ginzberg, Director of the Conservation of Human Resources, Columbia University, and Chairman of the National Manpower Advisory Committee for the last nine years. For three years, a group of experts on the Conservation of Human Resources Project headed by Ginzbert - the country's leading manpower specialist - reviewed the entire field. The Rockefeller Brothers Fund sponsored the study. In addition to their own research, the Columbia team consulted with the leaders of the guidance profession, educators and government officials, before finalizing their recommendations.

In the final section of the book the authors set forth their recommendations to the guidance profession, the agencies that employ counselors, and the public that supports them about how the guidance field can be strengthened so that it is able to deliver on the promises which it has made to help every individual use his opportunities so as to realize his potentials.

Educational Properties Inc.
Post Office Box DX
Irvine, California 92664
$7.95

Guidance Monograph Series
SERIES IV: CAREER INFORMATION AND DEVELOPMENT

Decision-Making and Vocational Development: Herr

The Theory/Practice of Communicating Education and Vocational Information: Martin

Theories of Occupational Choice and Vocational Development: Zaccaria

College Information and Guidance: Barri

Innovations in the Use of Career Information: Chick

Psychological Influences on Vocational Development: Zytowski

Students Vocational Choices: A Review and Critique: Brown

Occupational Information and Guidance: Sinick

Houghton Mifflin Company
2 Park Street
Boston, Mass. 02107
$13.40

MATERIALS SUGGESTED FOR A COUNSELOR'S PROFESSIONAL LIBRARY, CONT.

THEORIES OF CAREER DEVELOPMENT: Samuel H. Osipow

Appleton-Century-Crofts
Educational Division
Mededith Corporation
440 Park Avenue South
New York, N.Y. 10016

$7.95

CAREER GUIDANCE: Gysbers, Drier, and Moore

1973, 320 pages, 8½ X 11, paperback, $10.60

The best of contemporary writings about career guidance are presented effectively in this book. The editors have carefully selected articles, papers, and original materials which show the changing attitudes toward career guidance and the changing role of the guidance counselor in integrating career education concepts into the total school program.

Present practices and innovative approaches are described by practicing counselors in city and rural schools and in programs for the handicapped and disadvantaged child.

Charles A. Jones Publishing Co.
4 Village Green, S.E.
Dept. M4000
Worthington, Ohio
320 pages Copyright 1973 $10.60

CAREER PERSPECTIVE: YOUR CHOICE OF WORK: Denues

202 pages Copyright 1972 $3.95 paperback

Prepared for the high school and post-secondary student, Career Perspective is a guide to the process of self-analysis and evaluation, a direction for the task of scrutinizing the world of work, and a set of clues for making career decisions.

Writing to the concerns of young people, the author outlines the choices before them in a rapidly changing employment picture, discusses the ways people make choices, suggests how to make personal choices. Throughout the book the emphasis is on self-understanding and fulfillment as an individual.

Charles A. Jones Publishing Co.
4 Village Green, S.E.
Dept. M4000
Worthington, Ohio 43085

CAREER DEVELOPMENT RESOURCES: A GUIDE TO AUDIOVISUAL AND PRINTED MATERIAL, K-12: Drier

MATERIALS SUGGESTED FOR A COUNSELOR'S PROFESSIONAL LIBRARY, CONT.

312 pages Copyright 1973 $11.95 paperback

Over 2,000 up-to-date and valid films, filmstrips, records, tapes, kits, games, books and other printed materials are described and grouped by grade level and career education concepts. The audio-visual and printed materials were selected by counselors and teachers to meet learning objectives in three areas of career education: self-understanding, the world of work, and career planning and preparation.

Descriptions of resources content and ordering information make this book an essential reference for supervisors, teachers and librarians. The book design allows ample space for the teacher to add locally produced materials and new commercial offerings as they become available.

In addition to the classroom resources, the book contains a valuable bibliography of professional readings.

Charles A. Jones Publishing Co.
4 Village Green, S.E.
Dept. M4000
Worthington, Ohio 43085

II GUIDANCE MATERIAL

MATERIALS FOR A STUDENT LIBRARY

APPRENTICESHIP: CAREER TRAINING WITH A FUTURE

Bureau of Apprenticeship and training
U. S. Dept. of Labor
Sioux Falls, South Dakota 57101 30 pg. (free)

WORKING FOR THE USA

Federal Civil Service
Rapid City, South Dakota 57701 37 pg. (20¢) Stock #0600-0647

WHAT TO DO AS AN APPLICANT SEEKING CAREER SERVICE EMPLOYMENT WITH S.D. STATE GOVERNMENT

South Dakota Bureau of Personnel
2nd Floor Capitol Building
Pierre, South Dakota 57501

SOUTH DAKOTA STATE EMPLOYMENT SERVICE: SERVICE FOR EVERYONE

Contact any local Employment Service Office

OCCUPATIONAL OUTLOOK HANDBOOK

Supt. of Documents
U.S. Government Printing Office
Washington, D.C. 20402 ($6.25) Bulletin 1700, 880 pg.

NEED A LIFT?

The American Legion Education & Scholarship Program
Americanism and Children and Youth Division
Indianapolis, Indiana 46206 134 pg. (50¢)

JOB GUIDE FOR YOUNG WORKERS

Supt. of Documents
U.S. Government Printing Office
Washington, D.C. 20402 200 pg. ($1.50)

OCCUPATIONAL INFORMATION HANDBOOK

Div. of Vocational-Technical Education
222 West Pleasant Drive
Pierre, S.D. 57501 102 pg.

GUIDANCE MATERIAL, CONT.

U.S. DEPARTMENT OF LABOR: EDUCATION AND JOBS LEAFLET SERIES.

JOBS FOR WHICH A HIGH SCHOOL EDUCATION IS PREFERRED BUT NOT ESSENTIAL

JOBS FOR WHICH APPRENTICESHIPS ARE AVAILABLE

JOBS FOR WHICH A HIGH SCHOOL EDUCATION IS GENERALLY REQUIRED

JOBS FOR WHICH JUNIOR COLLEGE, TECHNICAL INSTITUTE, OR OTHER SPECIALIZED TRAINING IS USUALLY REQUIRED

JOBS FOR WHICH A COLLEGE EDUCATION IS USUALLY REQUIRED

Single copies of these leaflets are available from:
Bureau of Labor Statistics
U.S. Dept. of Labor
911 Walnut Street
Kansas City, Mo. 64106

U.S. DEPARTMENT OF LABOR: SCHOOL SUBJECTS AND CAREERS LEAFLET SERIES

THINKING OF AN OFFICE JOB?

YOUR JOB AS A REPAIRMAN OR MECHANIC

BIOLOGY AND YOUR CAREER

LIBERAL ARTS AND YOUR CAREER

FOREIGN LANGUAGES AND YOUR CAREER

SOCIAL SCIENCE AND YOUR CAREER

SCIENCE AND YOUR CAREER

MATH AND YOUR CAREER

ENGLISH AND YOUR CAREER

Single copies of these leaflets are available at no cost from:
Bureau of Labor Statistics
U.S. Dept. of Labor
911 Walnut Street
Kansas City, Mo. 64106

SOUTH DAKOTA JOB BANK

Job Bank is a listing of job openings in South Dakota available on a weekly basis through the Employment Security Department. Copies of the Job Bank Index are available at no cost by writing to:

Job Bank
South Dakota Employment Service
Box 730
Aberdeen, South Dakota 57401

GUIDANCE MATERIAL, CONT.

THE COLLEGE HANDBOOK

College Entrance Examination Board
Publications Order Office, Box 592
Princeton, N.J. 08540 ($4.75) 2000 pg.

MERCHANDISING YOUR JOB TALENTS

Supt. of Documents
U.S. Government Printing Office
Washington, D.C. 20402 (40c) Stock #2900-0136, 26 pg.

A NEW LOOK AT TOMORROW

Div. of Vocational-Technical Education
222 West Pleasant Drive
Pierre, S.D. 57501 (poster)

OCCUPATIONAL OUTLOOK QUARTERLY

Supt. of Documents
U.S. Govt. Printing Office
Washington, D.C. 20402
$1.50/year

FEDERAL TRADE COMMISSION COUNSELORS KIT: Vocational School Prog.

Request FTC Counselors Kit at $2.75/copy (FT 1.2:V85)
U.S. Gov't Printing Office
Public Documents Dept.
Washington, D. C. 20402

COMPARATIVE GUIDE TO AMERICAN COLLEGES

Harper and Row
10 East 53rd St.
New York, N.Y. 10022
$4.95 paperbound

STUDENTS' GUIDE TO THE TWO-YEAR COLLEGE

Prentice-Hall Inc.
Englewood Cliffs, N.J. 07632
$3.50

DIRECTORY OF SOUTH DAKOTA VOCATIONAL PROGRAMS

Div. of Vocational-Technical Programs
222 West Pleasant Drive
Pierre, S.D. 57501

III COUNSELING & GUIDANCE

PROFESSIONAL JOURNALS

AMERICAN VOCATIONAL JOURNAL

American Vocational Journal
1510 H Street N.W.
Washington, D.C. 20005
$8.00/year

VOCATIONAL GUIDANCE QUARTERLY

American Personnel and Guidance Association
1607 New Hampshire Avenue, N.W.
Washington, D.C. 20009
$8.00/year

PERSONNEL AND GUIDANCE JOURNAL

American Personnel and Guidance Association
1607 New Hampshire Avenue, N.W.
Washington, D.C. 20009
$15.00/year

MANPOWER MAGAZINE

Editor
Manpower Magazine
U.S. Dept. of Labor
Washington, D.C. 20210
$15.30/year